



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Joanne Sturges, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Chief Administrative Officer
Director of Personnel

At its meeting held December 3, 1996, the Board took the following action:

7

Supervisor Molina made the following statement:

"Last year, the County paid over one million dollars in settlements for sexual harassment and discrimination cases. Many of these settlements resulted from the County's strict liability for incidents of discrimination or harassment between a supervisor and a subordinate. This liability exists regardless of the appropriate course of action practiced by the County once the discrimination or harassment has been reported to a manager.

"Given the size of the Los Angeles County workforce and the costs to the taxpayers from failed management techniques, it is imperative that the managers and supervisors be properly trained on their unique responsibilities, ranging from liability issues to discipline, documentation and effective management."

Therefore, on motion of Supervisor Molina, seconded by Supervisor Knabe, unanimously carried, the Board took the following actions:

- a. Instructed the Chief Administrative Officer to work with the Director of Personnel and the Affirmative Action Compliance Officer to develop a comprehensive training program for managers and supervisors throughout the County regarding issues of discrimination, harassment, discipline and effective management techniques which should provide tangible tools for managers that can be directly applied to their work place; and

(Continued on Page 2)

- b. Instructed the Director of Personnel to develop an accessible, user friendly manual on effective management which clearly outlines a manager's responsibilities and liabilities regarding issues of discrimination, harassment and discipline.

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Each Supervisor

County Counsel

Affirmative Action Compliance Officer